



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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EMS TRANSMISSION: 4/10/03  
Information Bulletin No. **CA-2003-038**

To: District Manager, CDD and All Field Office Managers  
(Attention - District/Regional and Field Office FMO's)

From: DSD, Support Services

Subject: Agency Representative and Resource Advisor Training

**DD: 4/22/03**

The California State Office, Branch of Fire and Aviation, is sponsoring an "Agency Representative and Resource Advisor Training" session April 29 and 30, 2003 in Sacramento, California. A draft agenda of the training session is attached

The training will begin at 8:30 AM on Tuesday, April 29th and end at 1:00 PM on Wednesday, April 30th. The training will be held at the Red Lion Hotel, Sacramento, on Arden Way, next to the Arden Fair Mall. A block of rooms has been reserved under the "Bureau of Land Management". Call 916-922-8041 for reservations. Room reservations need to be made by **April 22, 2003**, in order to guarantee the \$79.00 room rate. Please be sure to make your reservations by that date. All those attending the training need to stay at the Red Lion Hotel as our conference room rate is based on filling the block of sleeping rooms reserved.

If you have any questions, please contact Doug Waggoner of the State Office Fire Staff at 916-978-4437.

Signed by:  
Karen Barnette  
DSD, Support Services

Authenticated by:  
Richard A. Erickson  
Records Management

Attachment:  
Draft Agenda (2 pp)

## **DRAFT AGENDA**

### **2003 California BLM Agency Representative & Resource Advisor WORKSHOP & RE-CURRENCY TRAINING SESSION**

**April 29-30, 2003  
Red Lion Inn, Sacramento, CA**

#### **Tuesday, April 29**

- 08:30        Session Opening & Introductions
- 08:40        Agency Representative/Resource Advisor Course Objectives
- 08:50        USDI – BLM & NPS Fire Management/Suppression Policies  
*Cooperative Fire Protection Acts*  
*Federal Fire Management Policies*
- 09:00        Delegation of Authority  
*Within the Bureau & NPS*  
*Field Office Mgr./Park Supt. to AREP/Res. Adv. & Incident Commander*
- 09:15        Interagency Cooperator Overview: CDF Organizational Overview  
*State & Regional Organization*  
*Organizational & Operational Information, CDF Directory*
- 09:30        Break
- 09:40        California Interagency Cooperative Fire Protection Agreement  
*History & Evolution*  
*1992 Agreement & Balancing of Acres*  
*Direct Protection Areas & Protection Responsibilities*  
*Agency Representation & Use of Resource Advisor*  
*Appropriate Suppression Action Policies*  
*Fire Notification & Fire Reporting*  
*Operating Plans*  
*Wild Fire Situation Analysis*  
*Mutual Aid & Assistance by Hire*  
*Cost Sharing & Cost Apportionment*
- 10:30        Break
- 10:40        Agency Representative/Resource Advisor: Roles & Responsibilities  
*Agency Representative Position Description & Responsibilities*  
*Resource Advisor Position Description & Responsibilities*  
*Agency Representative & Resource Advisor Qualifications*

- 11:05      Agency Representative/Resource Advisor & Incident Command Relationship  
*Organizational Relationship*  
*Availability, Presence & Professional Presentation*  
*Communication, Timing and Appropriate "Profile"*  
*Typical AREP & Resource Advisor Issues*  
*Conflict Resolution & Chain-of-Command*  
*Agency Representative Authorities for Cost Sharing*
- 11:45      Lunch
- 13:00      Agency Representative/Resource Advisor Management Tools  
*Agency Representative/Resource Advisor Tool Box*  
*Agency Representative/Resource Advisor Team Concept*  
*Additional Technical & Environmental Specialists*
- 14:00      Annual Operating Plans  
*Objectives & Purpose*  
*Multi-Agency Approach, Application & Use*
- 14:30      Break
- 14:40      Wild Fire Situation Analysis  
*Policy & Requirements*  
*Process, Application & Current Software*  
*Incident Interaction, Responsibilities & Appropriate Use*  
*WFSA Agency Software*
- 16:00      Adjourn For The Day

### **Wednesday, April 30**

- 08:00      EFR & Burned Area Emergency Rehabilitation Strategies for  
Resource Advisors and Agency Representatives  
*NPS/BLM Emergency Fire Rehabilitation Requirements & Policy*  
*Cooperator Requirements*  
*Use of BAER Teams*  
*Emergency Fire Rehabilitation (EFR) Procedures*  
*Burned Area Emergency Rehabilitation Procedures*
- 09:40      Break
- 09:55      WFSA Scenario & Exercise
- 12:00      Presentation of Group WFSA Products
- 13:00      Adjourn Agency Representative/Resource Advisor Workshop & Training Session